

**EPA**United States Environmental Protection Agency  
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-48

☐ Other ☐ Amendment Number:

Contract Number

EP W 10 002

Contract Period 11/19/2009 To 11/18/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Effect. of CR in OSWER Addit

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pg/ 1--11, Element 3. Sec. 1/Para.1

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 11/19/2011 To 11/18/2012

Comments

The purpose of this action is to initiate Work Assignment 2-48. The contractor shall submit a work plan and cost estimate in accordance with the contract.



Superfund

## Accounting and Appropriations Data



Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

## Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

11/19/2009 To 11/18/2014

This Action

Total

## Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Cheryl R. Brown

Branch/Mail Code:

Phone Number 202-566-0940

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Teddy Sostor

Branch/Mail Code:

Phone Number: 202-566-4353 1987

FAX Number:

(Signature)

(Date)

## **Work Assignment Statement of Work**

**Title:** Effectiveness of Community Engagement in OSWER Programs: Additional Evaluation Questions

**Contractor:** IEc, Inc.

**Contract No.:** EP-W-10-002

**Work Assignment Number:** 2-48

**Estimated Period of Performance:** Date of Issuance to November 18, 2012

**Estimated Level of Effort:** 158 hours

**Key EPA Personnel:**

**Work Assignment COR (WA COR):** Michelle Mandolia  
Office of Policy  
U.S. EPA  
1200 Pennsylvania Ave., N.W.  
Washington, DC 20460  
(202) 566-2198 (phone)  
(202) 566-2200 (fax)  
Mail Code (1807T)  
mandolia.michelle@epa.gov

**Contract Level COR:** Cheryl R. Brown  
Office of Policy  
U.S. EPA  
1200 Pennsylvania Avenue, N.W.  
Washington, DC 20460  
Mail Code (1805T)  
Phone: (202) 566-0940,  
Fax: (202) 566-3001

### **BACKGROUND AND PURPOSE:**

Located within the Office of Policy (OP)'s Office of Strategic Environmental Management is the Evaluation Support Division (ESD). ESD's mission is to build the capacity of EPA staff and managers to conduct program evaluation activities throughout the Agency by providing technical support and training on program evaluation for EPA's national programs and regional offices. A crucial component in assessing the benefit of meeting goals, objectives, and sub-objectives is having measurable results.

As part of its effort to encourage the effective use of program evaluations throughout the Agency, ESD promotes program evaluation through a Program Evaluation Competition (PEC or Competition). This Competition is part of an ongoing, long-term effort to help build the capacity of headquarters and regional offices to evaluate activities and to improve measures of program performance. This work assignment complements an existing program evaluation project that

was chosen for support under the current Program Evaluation Competition sponsored by OP.

This evaluation work will be conducted by the OSWER Center for Program Analysis with support from all of the OSWER program offices and regions.

OSWER and regional offices conduct a significant amount of community engagement work in the course of implementing program activities related to land cleanup, emergency preparedness and response, and the management of hazardous substances and waste. In December 2009, OSWER announced the Community Engagement Initiative (CEI) to evaluate and enhance OSWER and regional offices' engagement with local communities and other stakeholders, and help them meaningfully participate in OSWER and regional decision-making processes.

The Initiative includes a commitment to evaluate the effectiveness of OSWER program community engagement activities. This work assignment complements the ongoing formative evaluation of the CEI by delving into two new areas of study. Under this work assignment, the contractor shall design and implement work to answer the following two new evaluation questions:

1. What are the requirements and drivers for community involvement within the Superfund, RCRA Corrective Action, and Brownfields programs?
2. How does the Superfund program implement Community Involvement Plans (CIP)?
  - a. Does every site have a CIP?
  - b. What information is available on the implementation of CIPs?
  - c. Are CIPs revised over time?

The results of this evaluation work will allow OSWER to understand the drivers for community involvement and how the Superfund program implements its community engagement activities. It is envisioned that the results of this evaluation can be used to inform the community engagement work of programs throughout the agency.

The CEI directly responds to the Administrator's priority mission of expanding the dialogue on environmentalism with communities that have been historically under-represented in EPA decision-making. Similarly, community engagement is becoming a higher priority among programs Agency-wide, which necessitates the development of these methods to evaluate the effectiveness of community engagement.

The principles of the Administration's Open Government Directive – transparency, collaboration and participation – will also be examined as critical aspects to effective community engagement in this program evaluation.

### **Qualification Criteria for Personnel**

The team assigned to this work assignment collectively must have expertise in the following areas:

- a. EPA OSWER program activities—land cleanup, emergency preparedness and response, and the management of hazardous substances and waste
- b. Evaluation of EPA programs

- c. Engagement of affected communities in EPA program work, ideally OSWER program implementation
- d. Engagement of affected communities in EPA's decision making processes
- e. Engagement of economically disadvantaged communities
- f. Processes that allow for meaningful input
- g. Formative evaluation
- h. Baseline determination
- i. Performance measurement
- j. Development of lessons and best practices

### **Quality Assurance (QA) Requirements**

Check ☐ Yes or ☒ **NO**, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

### **TASKS AND DELIVERABLES:**

The work assignment (WA) Contracting Officer Representative (COR) will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

### **TASK 1: PREPARE WORKPLAN**

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer (CO). The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR and the Contract Level COR and the CO will review the workplan. However, only the CO can approve/ disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

### **Deliverables and Schedule Under Task 1**

- |                      |   |
|----------------------|---|
| 1a. Workplan         | Within 15 calendar days of receipt of work assignment.                  |
| 1b. Revised workplan | Within 5 calendar days of receipt of comments from the CO, if required. |

### **NOTE REGARDING WORK ASSIGNMENT DELIVERABLES AND TECHNICAL DIRECTION:**

The Work Assignment Contracting Officer's Representative (COR) is authorized to issue

technical direction (TD) under this work assignment. The COR will follow-up all oral technical direction in writing within 5 days.

**TASK 2: DOCUMENT REVIEW AND DESIGN METHODOLOGY**  
*[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]*

The contractor shall prepare a draft methodology to answer these questions:

1. What are the requirements and drivers for community involvement within the Superfund, RCRA Corrective Action, and Brownfields programs?
2. How does the Superfund program implement Community Involvement Plans (CIP)?
  - a. Does every site have a CIP?
  - b. What information is available on the implementation of CIPs?
  - c. Are CIPs revised over time?

The draft methodology shall complement the existing evaluation methodology and be easily incorporated to make both the methodology and final reporting a seamless whole.

As part of the methodology, the contractor shall document the primary and secondary data sources, collection methods, and collection strategy, appropriate qualitative and quantitative tools for analyzing data, practical issues of data collection, and a clear strategy for data documentation and management needed to answer each evaluation question. The contractor shall also document any survey instruments, survey data, survey questions, and interview/discussion guides and protocols used in support of the evaluation. This methodology shall include an approach for identifying potential interviewees. The draft methodology shall be due 21 calendar days after the receipt of this work assignment. The final methodology for these additional questions will be due 7 calendar days after receipt of comments from the WA COR via TD.

**Deliverables and Schedule Under Task 2**

2a	Draft methodology	21 calendar days after receipt of the work assignment
2b	Final methodology	7 calendar days after receipt of comments via TD from WA COR

**TASK 3: INFORMATION GATHERING AND ANALYSIS**  
*[Contract Scope of Work Element III, Section 1, para(s) 1, page(s) (10 -11)]*

The information that is needed to answer these questions will come from a variety of sources including the information identified collected in Task 2 and included in the final methodology. Within 7 calendar days after the WA COR approves the methodology (via TD), the contractor shall begin the data collection process specified in the approved methodology. The data collection will end in accordance with the schedule included in the methodology. The data gathered under this task shall be combined with and reported seamlessly along with the other evaluation results gathered and reported under WA 2-32.

<b>Table 1: Summary of Deliverables and Dates</b>		
<b>Task</b>	<b>Deliverable</b>	<b>Due Date</b>
<b>Task 1 Prepare Work plan</b>		
1a	Work plan	Within 15 calendar days of receipt of work assignment
1b	Revised work plan	Within 5 calendar days of receipt of comments from CO
<b>Task 2 Document Review and Design Methodology</b>		
2a	Draft Methodology	21 calendar days after receipt of TD from WA COR
2b	Final Methodology	7 calendar days after receipt of comments from WA COR



United States Environmental Protection Agency  
Washington, DC 20460

## Work Assignment

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2-48

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EP-W-10-002

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Base

Option Period Number 2

Title of Work Assignment/SF Site Name

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Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Pg 10-11, Elem 3 Sect. 1 Para 1

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 11/19/2011 To 11/18/2012

Comments

The purpose of this action is to approve the contractor's work plan and budget dated August 3, 2012, for 158 level of effort hours, (b)(4) estimated cost, and (b)(4) fixed fee, for a total of \$19,995.92.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 8)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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### Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

11/19/2009 To 11/18/2014

This Action:

Total:

### Work Plan / Cost Estimate Approvals

Contractor WP Dated: 08/03/2012

Cost/Fee: \$19,995.92

LOE: 158

Cumulative Approved

Cost/Fee: \$19,995.92

LOE: 19,996

Work Assignment Manager Name Cheryl R. Brown

Branch/Mail Code:

Phone Number 202-566-0940

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Cody/Contract

Branch/Mail Code:

Phone Number: 202-564-4353 1987

FAX Number:

(Signature)

(Date)